



Ingatestone and Fryerning Parish Council

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Annual Parish Council Meeting

Meeting to be held on Thursday 10th May 2018 at 7.30pm, Ingatestone Library, High Street, Ingatestone
Councillors are summoned to attend the above meeting to deal with the following business. Members of the public and press are warmly welcomed to attend

M. Wood
 Clerk to the Council

AGENDA

FC18/060	Election of Chairman	
FC18/061	Chairman to sign Declaration of Acceptance of Office as Chairman	
FC18/062	Election of Vice-Chairman	
FC18/063	Apologies for Absence	
FC18/064	Announcements and Declarations of Interest	
FC18/065	Public Participation Session	<i>15 minutes maximum</i>
FC18/066	To approve the Minutes of the Meeting held on 5th April 2018	
FC18/067	Matters arising for report (but not for resolution)	<i>10 mins total</i>
FC18/068	To receive Borough/County Councillor Reports	<i>5 mins per Borough Cllr</i>
FC18/069	Reports of external meetings attended by any Parish Councillor	<i>10 mins per Cllr</i>
FC18/070	To discuss and approve and sign the lease for the Seymour Field and Pavilion	<i>15 minutes</i>
FC18/071	Annual return for the year ending 31st March 2018 <ul style="list-style-type: none"> • Council to approve the Annual Governance Statement 2017/18 (Section 1) • Council to approve the Accounting Statements 2017/18 (Section 2) • To receive the report of the Internal Auditor – Heelis & Lodge 	<i>10 minutes</i>
FC18/072	General Data Protection Regulation (GDPR) To review and adopt the Information and Data Protection Policy and Councillor checklist	<i>10 minutes</i>
FC18/073	Committee Structures: Composition and First Meeting Dates Nb P&R committee membership will be agreed once the Chairs of the other committees have been elected and will be ratified in June	<i>5 minutes</i>
FC18/074	To receive and approve the following policies Standing orders, Code of conduct, Financial regulations, Approved payments list, Terms of reference for all committees, Complaints policy, Freedom of Information policy, Risk assessments	<i>10 minutes</i>
FC18/075	To review and approve the new Parish Council Insurance Policy	<i>5 minutes</i>
FC18/076	Neighbourhood Plan update (Cllr Winter)	<i>10 mins</i>
FC18/077	Committee Reports: to receive minutes from the following Committees: <ul style="list-style-type: none"> • Planning (Cllr Abrey) • Policy and Resources (Cllr Jeater) • Churchyards and Environments (Cllr Blunsten) • Communications and IT (Cllr Jelley) • Personnel (Cllr Winter) 	<i>5 minutes per committee</i>
FC18/078	To approve the new branding for Ingatestone and Fryerning Parish Council (C&IT)	
FC18/079	Parish Council financial accounts (Clerk) <ul style="list-style-type: none"> • Profit / loss report for April, payments and receipts for April / May 2018 • Budget tracker report • Bank reconciliation for April 2018 • To approve the Clerk as Responsible Financial Officer for 2018/19 	<i>5 mins</i>
FC18/080	Items for inclusion in the next Agenda	
FC18/081	Chairman to close the meeting – next meeting is the Annual Assembly on the 7 th June 2018 at 7.30pm, at Parish Rooms, Stock Lane, Ingatestone	